

**APPLICATION FOR COPY OF BUILDING PLANS / INFORMATION FROM BUILDING CONTROL RECORDS
(REGULATION 49 OF THE BUILDING CONTROL REGULATIONS)**

Note: The application can be submitted in person at Legal Search Counter ; sent by post with a crossed cheque made payable to "Building and Construction Authority" or e-Submission vide www.bca.gov.sg > e-Services

**COMMISSIONER OF BUILDING CONTROL
BUILDING & CONSTRUCTION AUTHORITY
LEGAL SEARCH COUNTER**
5 MAXWELL ROAD # 02-01
TOWER BLOCK, MND COMPLEX
SINGAPORE 069110
Tel: 6325 8663, 6325 7555
Website: <http://www.bca.gov.sg/>

FOR OFFICE USE:
Fee: \$ _____ by NETS / VISA / Cash Card / Cheque / Cash

Type of Application	Terms & Conditions	Fees Payable
() Copying of Building / Structural plans	(I) Property Owner, Prospective Purchaser and the Chairman of a MCST can apply to view and copy the building / structural plans. If you are not the owner, a letter from any of these owners authorizing you to view and make copies of the plans of his property has to be submitted as well (see Section 4 of the form) (II) Documentary proof of ownership of property such as photocopy of <u>current</u> Property Tax Statement (from property owner) or duly <u>exercised Option to Purchase</u> – with duly signed "Acceptance Copy" (from prospective purchaser) must be submitted with the application.	\$20.00 - Search fee per address To be paid upon submission of this Application. * \$25.00 - Copying fee for a set of plan * \$ 3.00 - Printing fee per sheet * \$ 5.00 - Certification fee per sheet * To be paid when plans are to be viewed, selected, printed or certified
() Information on Date of Certificate of Statutory Completion	* Interested applicant to apply (complete Sections 1 to 3 of the form)	\$20.00 Search fee per address
() Information on the Name of Qualified Person who submitted the * Building / Structural Plans	* Interested applicant to apply (complete Sections 1 to 3 of the form)	\$20.00 Search fee per address

1 PARTICULARS OF APPLICANT

Property Owner / Prospective Purchaser
 Official of Corporation / Chairman of MCST
 Authorised Person

Name : *(Mr / Mdm / Miss) _____ Mobile No: _____

Name of Company (if any) : _____ Home / Office Tel: _____

Correspondence Address : _____

Postal Code: _____ Fax: _____

2 PARTICULARS OF PROPERTY FOR THIS APPLICATION

Address: _____ Lot (if any) : _____

_____ Singapore _____ TS/MK (if any) : _____

Name of Building (if any) : _____ BP No (if any) : _____

Type of Building: Residential (*Bungalow / Semi-detached / Terraced / Condominium / Flat)
 Commercial (*Shopping Complex / Office Building / Shophouse)
 Industrial (*Factory / Warehouse)
 Others (Please specify) _____

3 DECLARATION BY APPLICANT

I acknowledged that I have read and agreed to the Terms and Conditions of the application. I confirm that all information provided in this application is correct

Name & Signature of Applicant

Date

**4 DECLARATION BY PROPERTY OWNER
(To be completed for copying of Building / Structural plan only)**

As my application is for the purpose of copying the building plans, by signing below, I acknowledged that I have read and agreed to the Terms and Conditions of the application. As a current property owner / prospective purchaser, I declare that all information provided by me in this application is true, accurate and up-to-date.

I hereby submit the following documentary proof of ownership / Authorisation

- Current Property Tax Statement / duly exercised copy of Option to Purchase
- Authorisation from Property Owner (see below / A letter of Authorisation)

Name (Individual / Official
of a Corporation

Signature

Company / Authority stamp
(for property owned by
a Corporation/an Authority)

Date

• AUTHORISATION FROM PROPERTY OWNER

I, _____, NRIC No _____
(Full name of property owner – Individual / Official of a Corporation)

HP/Pager _____ owner of _____ hereby authorise
(Address of property)

(Name of authorised agent) NRIC No. _____ HP/Pager _____

of _____ to inspect and make copies of the plans of my property.
(Name of authorised Company. If any)

Signature

Company / Authority stamp
(For property owned by a Corporation)

Date

CONDITION FOR SEARCH:

Some building information may not be available in our database. While we endeavour to do our best to search for the drawings/information requested, we are unable to guarantee that the search will always be successful. The search fee is not refundable, even if the search is unsuccessful.